

Ignition Interlock Manufacturer Application Instructions

Before you begin completing this application please see <https://www.azleg.gov/arstitle/> Title 28, Chapter 4 for a copy of Arizona Revised Statutes and <https://www.azsos.gov/rules/arizona-administrative-code> Title 17, Chapter 5, Article 6 and 7 for a copy of the Arizona Administrative Code.

The following are definitions to help accurately fill out the application:

Manufacturer - means a person or organization that is located in the United States who is responsible for the design, construction, repair, or actual production of the ignition interlock device and whose device is certified by the Department for installation in motor vehicles in this state. The manufacturer is responsible for overseeing any subcontractors, including vendors and distributors, as well as overseeing the manufacturer's Ignition Interlock Service Provider (IISP) to ensure adherence to all performance standards.

Principal place of business - means the administrative headquarters of a manufacturer that is located in Arizona and is not used as a residence.

Manufacturer Liaison - An employee of the manufacturer designated to act as the liaison between the manufacturer and ADOT in all matters prior to an IISP being contracted or when the IISP is unavailable.

Real-time reporting - means the instant transmission of unfiltered ignition interlock data, including photos, to the manufacturer's website for viewing by the Department without delay, as cellular reception permits.

Please:

- Complete the application using your computer
- Provide all information requested in section 1 and 2
- Attach all of the required documents listed in section 3 of the application
- Applicant name printed and signed
- Submit all documents to the Department via email or mail to:
 - Email - InterlockInvestigators@azdot.gov
 - Mail - Mail Drop 530M
Ignition Interlock Unit
Motor Vehicle Division
PO Box 2100
Phoenix AZ 85001-2100

Once the application is submitted (R17-5-605):

The Department shall within 10 days of receiving an application for certification provide notice to the applicant that the application is either complete or incomplete. The date of receipt is the date the department stamps on the application when received. According to R17-5-606(A) an application for certification of an ignition interlock device model is complete when the Department receives:

- From the manufacturer, a properly prepared application form.
- From the manufacturer, all additional attached documentation required under R17-5-604(C).

- ❑ From the Arizona Department of Public Safety, under A.R.S. § 28-1462, written confirmation or disapproval of the independent laboratory's report that the ignition interlock device meets the NHTSA specifications in R17-5-604(C).
 - If the application is incomplete, the notice shall specifically identify what required information is missing. All missing information needs to be provided to the Department within 15 days of the date indicated on the notice.
 - The Department may deny the application if the missing information is not provided to the Department within 15 days of the date indicated on the notice.
 - After receiving all of the required information, the Department shall notify the applicant that the application is complete.
 - Once the application and documentation has been reviewed; The Department will submit the documents to the Department of Public Safety for written confirmation that the report from the independent laboratory meets current NHTSA specifications.
 - R17-5-605(F) Established time-frames may be suspended by the Department under A.R.S. § 41-1074 until all external agency approvals required for certifying a new ignition interlock device model are submitted.
 - The Department shall render a decision on the application within 30 days of the date indicated on the notice acknowledging receipt of a complete application.

According to R17-5-606(B) the Director shall deny an application for certification of an ignition interlock device model if all requirements of subsection (A) are not met, or on finding any of the following:

1. The design, materials, or workmanship contains a defect that causes the ignition interlock device model to fail to function as intended.
2. The manufacturer's liability insurance coverage is terminated or cancelled.
3. The manufacturer no longer offers the ignition interlock device model for installation under Arizona law.
4. The manufacturer or independent laboratory provided false or inaccurate information to the Department relating to the performance of the ignition interlock device model.
5. The components, design, or installation and operating instructions have undergone a modification that causes the ignition interlock device model to be out of compliance with the NHTSA specifications in R17-5-604(C).
6. The Department receives a report of device disapproval from an independent laboratory or other external reviewer.

Once an approval of the application is established, the department shall ensure that the electronic reporting verification process is verified and operational prior to final approval, according to R17-5-610(L).

If you have any questions concerning these forms or any of the requirements please contact:
The Ignition Interlock Unit at InterlockInvestigators@azdot.gov

Section 1 - Manufacturer Information

Legal Manufacturer Company Name			
Any Cooperation Manufacturer is a Subsidiary of (if applicable)			
Principal Place of Business Address	City	State AZ	Zip
Mailing Address	City	State	Zip
Manufacturer Website			
Business Type <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC (Limited Liability Company) <input type="checkbox"/> Other:			
Business Filing in the State of			

Manufacturer Liaison - An employee of the manufacturer, other than the IISP, designated to act as the liaison between the manufacturer and ADOT in all matters prior to an IISP being contracted or when the IISP is unavailable.

Manufacturer Liaison Name (first, middle, last, suffix)	Email Address	Phone Number ()
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Applicants: Executive staff such as owner, partner, officer, director, agent, stockholder owning 20% or more of the corporation, or LLC manager

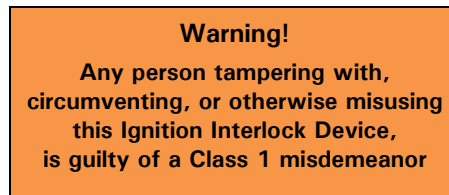
Name (first, middle, last, suffix)	Title
Email Address	Phone Number ()
Name	Title
Email Address	Phone Number ()
Name	Title
Email Address	Phone Number ()
Name	Title
Email Address	Phone Number ()

Section 2 – Ignition Interlock Device Information

Ignition Interlock Device Name	Model Number	
Other Known Brand Names of the Device	Name Under Which the Device Will be Marketed	
Device Toll Free Number ()	Device Emergency Phone Number ()	
Type of Reference Sample used to Calibrate Device (Wet Bath or Dry Gas)		
Does the Device have Real Time Reporting Capabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the Device have a Camera? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the Device have GPS Capabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No
Manufacturer Web Address where the Department can view the Interlock Data Received in Real Time		

Section 3 – Required Documents

- Detailed description, including a photograph, drawing or other graphic depiction, of the device.
- Complete technical specifications describing accuracy, reliability, security, data collection and recording, and tamper detection of the device.
- Complete laboratory report that:
 - Presents supporting data to demonstrate that the device meets or exceeds the test results required by the model specifications for breath alcohol ignition interlock devices (BAIIDs), appendix A-Quality assurance plan template, and appendix B-Sample format for downloaded data from the interlock data logger, NHTSA, published at 78 FR 26862 to 26867, May 8, 2013. As amended by NHTSA technical corrections published at 78 FR 16720 to 16723, March 30, 2015.
 - Provides the independent laboratory's name, address, and telephone number.
 - Provides the name and model number of the ignition interlock device tested.
- Verification that the laboratory is ISO/IEC 17025 - certified.
- Complete independent laboratory certification form 96-0172
 - R17-5-604(C)(4) The laboratory is not owned or operated by a manufacturer and no other conflict of interest exists.
- Complete written instructions provided to authorized service center for installation, operation, service, repair and removal of the device, including the instruction to conspicuously affix a warning label to each installed device as follows:
 - Label must be orange in color and contain the following language in black letters:



- Size of the label is to be a minimum size of two inches by one inch, printed in a minimum nine-point font.
- Font should be Arial or substantially similar size and legibility.
- The label may be affixed to any component of the device that could show signs of tampering or circumvention or misuse of the device.
- Provide a sample warning label.
- Complete written instructions the manufacturer shall provide to its authorized service center for distribution to the participants and other operators of a vehicle equipped with the ignition interlock device.
- Copy of the certificate of product liability insurance issued by an insurance company authorized to transact business in Arizona for the device indicating the following:
 - Product liability coverage, with the current effective date.
 - Name and model number of the device.
 - Policy limit of a least \$1,000,000 and \$3,000,000 in the Aggregate.
 - The manufacturer as the insured and the state of Arizona as an additional insured.
 - Statement that product liability coverage includes defects in manufacture, materials, design, calibration, installation, operation, of the device.
 - Statement that the insurance company will notify the Departments Risk Management, Insurance and Indemnification Section in writing at least 30 days before cancellation of the product liability policy.
- Documentation verifying the corporate status.
- Statement on manufacturer letterhead that the device meets all current standards as outlined in A.R.S. § 28-1462 (C)(4).

Section 4 – Manufacturer agreed Statements

The manufacturer agrees to indemnify and hold the State of Arizona, Motor Vehicle Division and any department, division, agency, officer, employee or agent of the State of Arizona harmless from all liability for damage to property and injury to any person arising, directly or indirectly, out of any act or omission by the manufacturer or Ignition Interlock Service Provider appointed by the manufacturer relating to use of the ignition interlock device. In the event of litigation, the manufacturer agrees to indemnify and hold the State of Arizona, Motor Vehicle Division and any department, division, agency, officer, employee or agent of the State of Arizona harmless from all court costs, expenses of litigation and reasonable attorney fees.

The manufacturer agrees to comply with the 0.02 breath alcohol level established by the Motor Vehicle Division for certified ignition interlock devices and to comply with the requirements of Arizona Administrative Code.

The manufacturer certifies that all information on this application and all attachments are complete, true and correct.

The manufacturer agrees to immediately notify the Department of any change to the information provided on this application form.

The following portions of A.R.S. § 41-1030 are provided for your reference:

- B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorized the requirement or condition.
- D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in action against the state for a violation of this section.
- E. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency's adopted personnel policy.
- F. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

Manufacturer Applicant Name (first, middle, last)	Applicant Signature
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MVD Use

Date Received	Date Reviewed	Reviewer	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Authorization Number	Comments		